



Topic

The data we routinely collect includes members' names, addresses, email addresses and telephone numbers. We collect this data directly from our members when they join the club.

For some of our members we may have additional information such as committee memberships, skills and interests, teaching qualifications, DBS checks done with the member's knowledge and permission, or tournament director qualifications and roles. We will also keep information relating to disciplinary matters and sanctions.

We collect the scores from games you play, which are displayed on our results pages and used in maintaining the EBU's National Grading Scheme (NGS) and the Master Point scheme.

Personal data is used for the following purposes

We use members' data for the administration of your membership; the communication of information, and the organisation of events. We provide your data to the English Bridge Union (EBU) for their use as explained in the section below.

This data is shared with

Your membership data is passed on to the EBU and GCBA (Gloucestershire County Bridge Association). You become a member of the EBU when you join Cheltenham Bridge Club.

The EBU shares data with its associated charity, English Bridge Education and Development (EBED), since it shares offices and data systems with them.

Information from your results is also passed on to the EBU for use in its master point and NGS schemes.

Some of your data will be available for use by Pianola and Bridgewebs acting as a Data Processor on our behalf. They are not free to pass this on to other organisations that are not connected with Cheltenham Bridge Club.

Your personal data is not passed on by us to organisations other than those indicated above, whether or not connected with bridge unless otherwise legally obliged to do so.

Source of Data

Data for most of our members comes from them when they join Cheltenham Bridge Club or when they update their information either directly or via their EBU record.

The information held by the EBU may be updated by your club if you have given it permission to change your record. You can change this permission on My EBU by going to Account -> My Details.

If you are a direct member of the EBU, you will also be asked to provide your personal data directly to us when you join Cheltenham Bridge Club, or when you update your record with us.

Scoring data comes directly from the results of the club games in which you play.

Data Storage

This information is mainly stored in digital form on the club's computers and Cloud storage using Dropbox and in the form of written documents stored at Cheltenham Bridge Club, 4 Tivoli Road, Cheltenham, GL50 2TG. We use Pianola and Bridgeweb as our data processors for scoring purposes. Any information that is stored remotely is stored in the EU in compliance with the GDPR.

Responsibility for Compliance with the relevant laws and regulations

Under the GDPR (General Data Protection Regulation) we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring Cheltenham Bridge Club discharges its obligations under the GDPR is Jim Simons.

Access to Your Data

Members of the committee and administrators of Cheltenham Bridge Club have access to members' data in order for them to carry out their legitimate tasks for the organisations.

Legal Basis for Data Collection

Cheltenham Bridge Club collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in an internationally recognised and regulated, competitive mind sport.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

Similarly, personnel data is kept in compliance with our legal obligations.

Access to Your Data

If you wish to see the basic membership data we hold about you, you can do so by accessing EBU and Pianola websites or by contacting the Membership Secretary.

You can contact us with a “Subject Access Request” if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month.

Collection of any “Special” Data

The GDPR refers to sensitive personal data as “special categories of personal data”.

We do not record any such special data, of these categories, the only data we record relates to mobility and medical issues which you have explicitly asked us to record to assist us in supporting your comfort and safety. If you wish to change this data on your record you can do so at any time by contacting the Membership Secretary.

Removal or Correction of Data

There are various ways in which you can limit how your data is used.

1. If you wish you could become an “anonymous” member. This would involve you having a pseudonym with an EBU number under which you would play. If you do this however, you would not be able to access any EBU membership benefits such as the magazine or playing in EBU tournaments.
2. You could maintain your club membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date email address, but of course this would limit what we and the EBU are able to provide you with in the way of written information, so you would not be able to get English Bridge in printed form or any other benefits that require a mailing address.
3. You do not need to provide us with your date of birth unless you wish to enter age-limited (junior or seniors) events or gain concessions based on age.
4. If you do not want your NGS grade to be public, you may choose for it to be kept private. You can change this option as often as you wish.
5. You may choose not to appear in master point promotions lists.
6. You may choose not to receive information emails from Cheltenham Bridge Club (we do not send any out on behalf of other organisations).

Removal or Correction of Data continued ...

7. Any of these options can be implemented for your club membership by contacting the Membership Secretary.
8. Any of these options can be implemented for your EBU membership by logging on to My EBU, going to Account → My Details and editing your record there, either to correct erroneous data or to delete information you do not wish us to have. If you need any assistance with this you may contact the Office Manager via details given on EBU's website.

Data Retention and Reason

We normally keep members' data after they resign or their membership lapses in case they later wish to re-join. However, we will delete any former member's contact details entirely on request.

Since underlying statistical data, like scores from bridge games, continues to be necessary in relation to the purpose for which it was originally collected and processed, results from events are not deleted by Cheltenham Bridge Club or the EBU.

Historical ranking lists and prize lists are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

In Case of a Members Death

We normally keep members' contact information after they die. If requested by their next-of-kin to delete it we will do so on the same basis as when requested to remove data by a former member.

We would also request that the club is notified of the death of any member so that records can be updated and possible distressing attempts at contact avoided.

Members Access to Data for other Purposes

Your session data is held by the EBU and can be downloaded as a csv spreadsheet. You can do this by logging on to My EBU and in your Sessions list, clicking on "Download as CSV".

Similar session data is available from Bridgewebs and Pianola for players registered with those organisations.